CITY OF BURBANK

INFORMATION SYSTEMS ANALYST III

DEFINITION

Under direction, completes comprehensive and complex information systems analysis and design; performs information systems analysis; defines requirements for system enhancements, new reports, and updates system tables of highly complex systems; acts as a team leader; and performs other related work as required.

ESSENTIAL FUNCTIONS

Provides expertise and leadership in information systems design/analysis; identifies and documents user requirements; identifies and conducts meetings with users/stakeholders including focus group discussions and information gathering interviews; identifies core business processes; performs workflow analysis; defines project scope and objectives; determines feasibility of systems development projects; prepares detailed project specifications; performs analysis and resolves complex application problems; ensures continuity throughout the systems development life cycle; develops and reviews technical and user documentation; performs complex problem identification and resolution; leads a team in performing ongoing analysis and design/maintenance of application programs including software and systems testing; develops and monitors project plans for specific components of system development projects; reviews and approves test documentation and schedules; maintains and supports existing applications; monitors contract compliance and systems compliance with established Information Technology policies, procedures, guidelines, plans, and standards; prepares hardware and software specifications; develops and reviews RFPs, RFQs, Statements of Work, and Advanced Planning Documents; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of – SQL and PS/SQL language; Oracle Discoverer; structured system design and business functions; requirement analysis and document findings; industry standard application development methodologies and analysis tools; all phases of systems analysis and development using industry standard methodologies and analysis tools.

- Ability to - develop systems documentation; monitor existing application systems functionality; develop management procedures and quality standards; lead other employees; train employees in the implementation and use of application systems; perform problem identification and resolution; listen, comprehend, and communicate program specifications effectively; perform assigned tasks quickly and accurately; follow established oral and written directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in Computer Science or a closely related field and one year of experience at the level of an Information Systems Analyst II or three years of experience in information systems analysis and design.

Special Conditions & Requirements: The physical ability to lift computer equipment up to 20 pounds, physically perform sedentary to light work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing and extensive exposure to video display terminals/computers.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; a current industry recognized certification (to be determined at the time of recruitment) may be required at the time of appointment.

SUPPLEMENTAL INFORMATION

None.